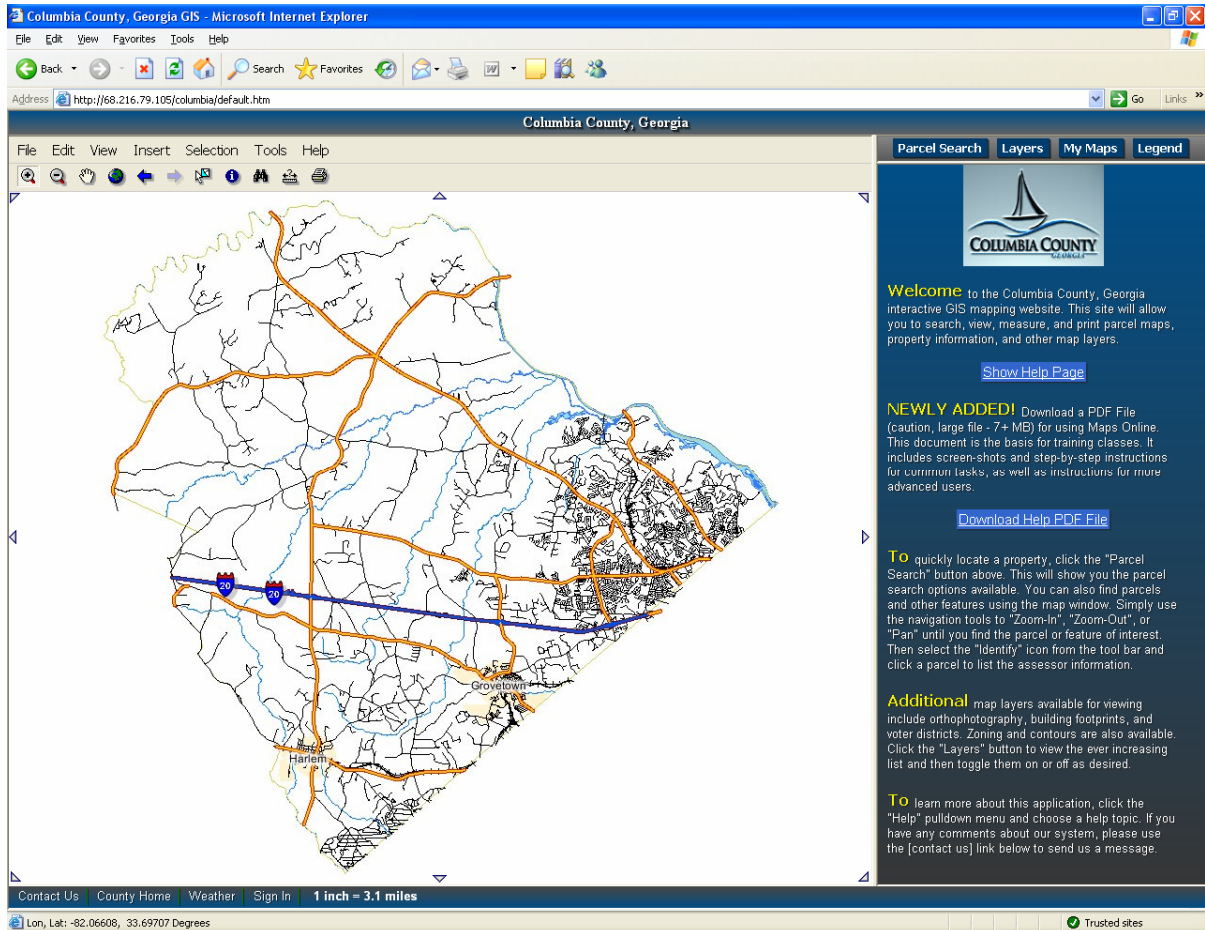


Maps Online User's Guide



GIS
March 25, 2005

Maps Online User's Guide

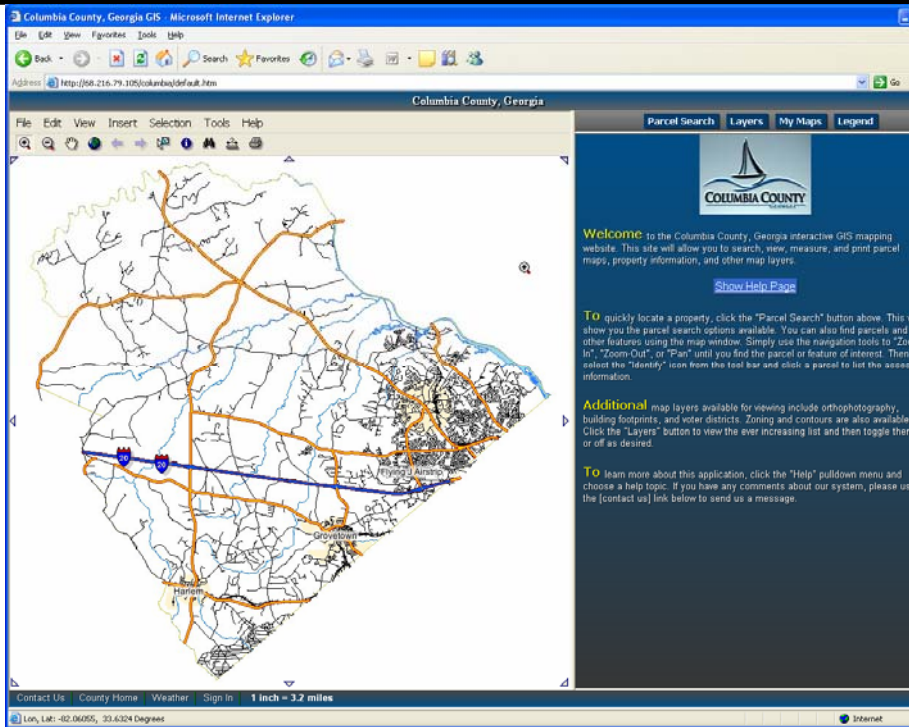
Introduction to the User's Guide

NAVIGATING TO MAPS ONLINE



Open the web browser and type:
<http://www.columbiacountyga.gov>, then click on the **[Maps Online]** Globe Icon on the bottom row of buttons. This is the main link to the site.

OR



To go straight to the Maps Online in the web browser type:
<http://68.216.79.105/columbia/default.htm>

Helpful Hints!!!

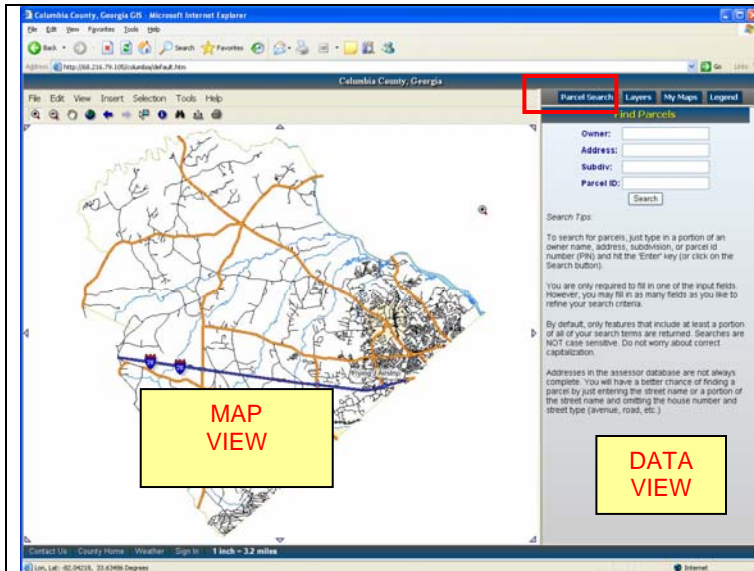
You must have Internet Explorer 6 or better for this application to work. Netscape Internet Browser will not work.

The **Property Record Information** can be seen by clicking the printer icon and then choosing print preview and checking the Feature Information. Pop-ups must be enabled for the property information to show.

See Page 10 for a full explanation and illustration.

PARCEL SEARCH

One of the most popular tasks, this search will return information on Property located in Columbia County. **Click** on the **Parcel Search** button in the **Data View**.



TIP The Program has two views. The Map View displays current map information (default is the entire county) and the Data View displays information, shows help files, and allows the user to perform searches and other tasks.

Columbia County, Georgia

Parcel Search Layers My Maps Legend

Find Parcels

Owner:

Address:

Subdiv:

Parcel ID:

Search Tips:

To search for parcels, just type in a portion of an owner name, address, subdivision, or parcel id number (PIN) and hit the 'Enter' key (or click on the Search button).

Search by one of the following criteria:
Owner Name, Address, Subdivision, or
Parcel Number

By typing information in either box a search on the parcels data base can be performed, by owner name **or** street address **or** parcel number. (no spaces are required for parcel number).


Columbia County, Georgia GIS - Microsoft Internet Explo...

File Edit View Favorites Tools Help

Address <http://68.216.79.105/columbia/default.htm> Go Links >>

Columbia County, Georgia


Parcel Search Layers My Maps Legend

 **COLEMAN JEANETTE SMITH**
WHITE OAK RD

Parcel ID	010 002A
Owner Name1	COLEMAN JEANETTE SMITH
Owner Name2	
Mailing Address1	2372 Stagecoach Rd Ne
Mailing Address2	
City	Thomson
State	GA
Zip Code	30824
Sales History	Show All Sales
Property Address	White Oak Rd
Deed Book-Page	1838 325
Plat Book	PC AAA
Plat Page	215#6
Legal Description1	60.36 ACS
Legal Description2	
Total Value	\$204,615
Total Finished SqFt	1870
Total Bedrooms	3
Total Baths	1

Contact Us County Home Weather Sign In 1 inch = 40 feet

The results are shown at the top of the Data View

Click on the  **add symbol (expand)** next to the property of interest. The symbol will turn to a negative and the attribute table will appear.

Once the Property information is displayed – **Click** on the **Owner Name** link highlighted in [Blue](#)

The Map View will now zoom to that property.

The screenshot shows the Columbia County, Georgia GIS application in Microsoft Internet Explorer. The map view displays a satellite image of a rural area with a parcel highlighted in yellow and outlined in red. The parcel is located near White Oak Branch and Rainey Morris Road. The data view on the right provides detailed information about the highlighted parcel.

Parcel Search	
Total Value	\$69,695
Total Finished SqFt	1325
Total Bedrooms	3
Total Baths	2

COLEMAN JEANETTE SMITH
WHITE OAK RD

Parcel ID	010 002A
Owner Name1	COLEMAN JEANETTE SMITH
Owner Name2	
Mailing Address1	2372 Stagecoach Rd Ne
Mailing Address2	
City	Thomson
State	GA
Zip Code	30824
Sales History	Show All Sales
Property Address	White Oak Rd
Deed Book-Page	1838 325
Plat Book	PC AAA
Plat Page	215#6
Legal Description1	60.36 ACS
Legal Description2	
Total Value	\$204,615
Total Finished SqFt	1870
Total Bedrooms	3
Total Baths	1

CORNELISON VICKI LYNN SMITH
626 THOMAS DR

CUTTING ROBERT T & SMITH FRANCES C
752 WEST PORT RD

DAVIS FRANCES MAE SMITH & DAVIS SHAUNDRA R
519 LAMKIN RD

DUNAWAY W PRICE JR & DUNAWAY PAMELIA SMITH
506 CREEK BLUFF

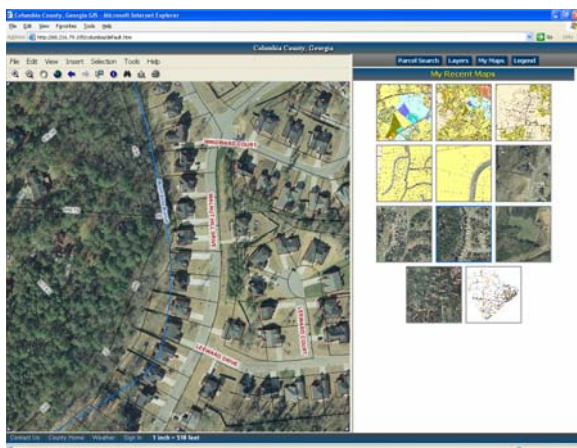
ELDER HERBERT W & ELDER GLADYS M SMITH
401 LEITNER MILL RD

EUBANKS STANLEY SMITH & EUBANKS WILBER KEN
204 N OLD BELAIR RD

1 inch = 482 feet

The results are shown in the Map View with the parcel highlighted in yellow with a red outline.

My Maps:



The My Maps Section is a series of thumbnails that will allow the user to reset the map to any previous recent view. This tab will reset if you change the size of your map (drag the bar between the Map View and Data View windows). Due to server size restrictions, the thumbnails will be refreshed about every 15 minutes (during times of low server activity, the thumbnails will track for longer time periods).



COLEMAN JEANETTE SMITH
WHITE OAK RD

Parcel ID	010 002A
Owner Name1	COLEMAN JEANETTE SMITH
Owner Name2	
Mailing Address1	2372 Stagecoach Rd Ne
Mailing Address2	
City	Thomson
State	GA
Zip Code	30824
Sales History	Show All Sales
Property Address	White Oak Rd
Deed Book-Page	1838 325
Plat Book	PC AAA
Plat Page	215#6
Legal Description1	60.36 ACS
Legal Description2	
Total Value	\$204,615
Total Finished SqFt	1870
Total Bedrooms	3
Total Baths	1

Sales Information:

In the property information column, click on the [Show All Sales](#) link.

This button will pull up a window that has Sales History for that parcel. (see window below for the print page that is generated.)

salesHistory - Microsoft Internet Explorer			
File Edit View Favorites Tools Help			
Sales History for Parcel: 010 002A			
Sales History			
Sale 1			
Grantee:	COLEMAN JEANETTE SMITH	Sale Date:	03/14/1997
Deed Book & Page:	1821 - 108	Sale Type/Description:	Corrective Deed
Sale Amount:	\$0		
Sale 2			
Grantee:	COLEMAN JEANETTE SMITH	Sale Date:	03/14/1997
Deed Book & Page:	1838 - 325	Sale Type/Description:	Corrective Deed
Sale Amount:	\$0		
Sale 3			
Grantee:	COLEMAN JEANETTE SMITH	Sale Date:	01/24/1997
Deed Book & Page:	1802 - 206	Sale Type/Description:	Executor Deed
Sale Amount:	\$0		

Printing the Property Information

Columbia County, Georgia GIS - Microsoft Internet Ex...

File Edit View Favorites Tools Help

Address <http://68.216.79.105/columbia/default.htm> Go Links >>

Columbia County, Georgia

Parcel Search Layers My Maps Legend

Print Options

Title: Columbia County, GA

Map Scale: Automatic

Paper Size: 8.5" x 11" (Letter)

Orientation:

☒ Portrait ☐ Landscape

Include:

☒ Feature Information

☐ Overview map

☐ Legend

Print Preview... (pop-up)

Printing Tips:

To create a printer friendly page, press the print preview button. Use the print icon (or File->Print...) at the top of the print preview window to send the page to the printer. Make sure pop-up blocking is disabled.

Set the page size and orientation for the print preview window before sending to the printer.

Contact Us County Home Weather Sign In 1 inch = 482 feet

Click on the **Printer Icon** button at the top of the Map View

The Print Options appears in the Data View. **Click** the **check boxes** next to the options below to have that information appear on the property card

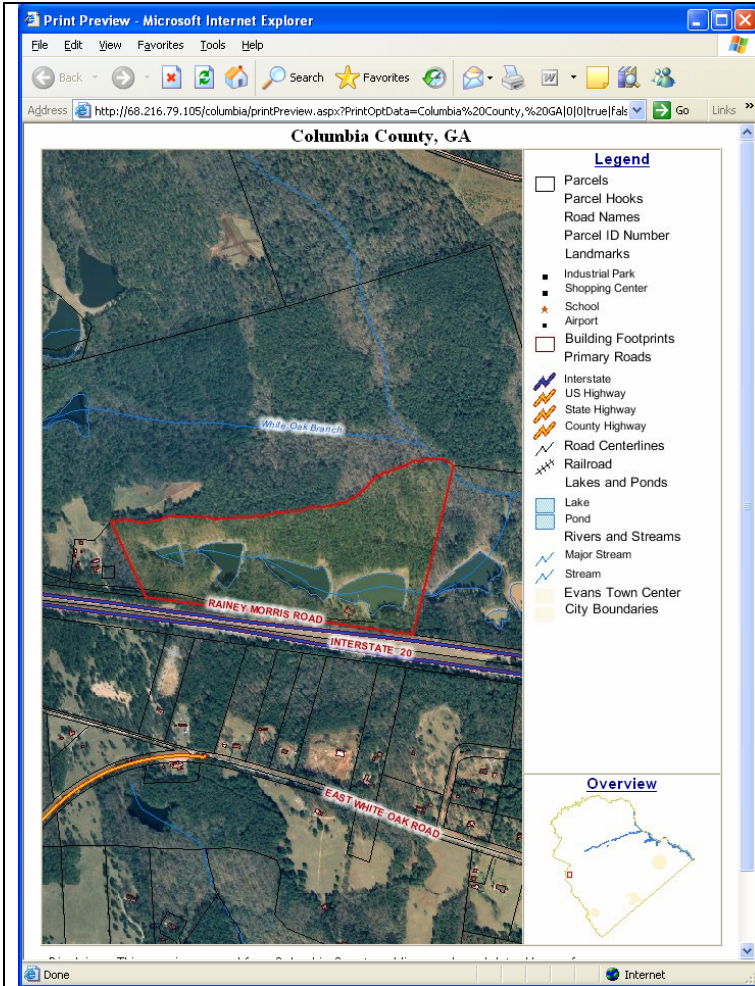
- ☐ Feature Information
- ☐ Overview Map
- ☐ Legend

Checking the Overview Map box will add a view to the property card showing the property as it is located in Columbia County.

Checking the Legend box will add a legend to the property card printout showing a description of the layers that are turned on during the search.

Click the **Print Preview** button and a pop-up with the property information appears.

See page 10 for further instructions if needed.



Overview Map and Legend information:


Notice the small red square on the overview map. This is where the property is located in the county.

Example of the Legend and Overview Map without the Feature Information (Property Information).

Print Preview - Microsoft Internet Explorer

Address: <http://68.216.79.105/columbia/printPreview.aspx?PrintOptData=Columbia%20County,%20GA%000true> Go Links

Columbia County, GA



Owner/Parcel Information

Owner:	Coleman Jeanette Smith	Property Address:	White Oak Rd
Address:	2372 Stagecoach Rd Ne	Parcel ID:	010 002A
City State Zip:	Thomson, GA 30824		

Legal Information - Approved Tax Digest

Deed Book-Page:	4667 - 257	Approx Lot Size:		Sale Amount:	\$0
Plat Book-Page:	PC AAA - 215#6	Conservation Use:		Sale Date:	1/07/2005
Legal Desc:	60.36 Acs	Land Value (FMV):	\$117,022	Sale Instrument:	LIFE
Legal Desc:		Improved Value (FMV):	\$87,593		
Legal Desc:		Total Value (FMV):	\$204,615		

Building Information

Actual Year Built:	1982	Description:	1 Story Brick	Stormwater Utility Area:	No
Buildings:	1	Exemption:		Mobile Home(s):	No - 0
Finished Area:	1870	Lot Quantity:	0	Number of Mobile Homes:	0
Approx Bedrooms:	3	Acreage:	60.36	Street Light Descrip:	
Approx Bathrooms:	1	Total Square Feet:	0	Street Light Amount:	0
Approx Total Rooms:	6	Swimming Pool:	No		

Disclaimer: This map is prepared from Columbia County public records and data. Users of this map are hereby notified that public information sources should be consulted for verification of information contained on this map. Columbia County assumes no legal responsibility for the information on this map. Please be sure to read the complete Disclaimer and Terms & Conditions of use located at <http://68.216.79.105/default.htm>

Map Scale
1 inch = 620 feet



The Print Page displays

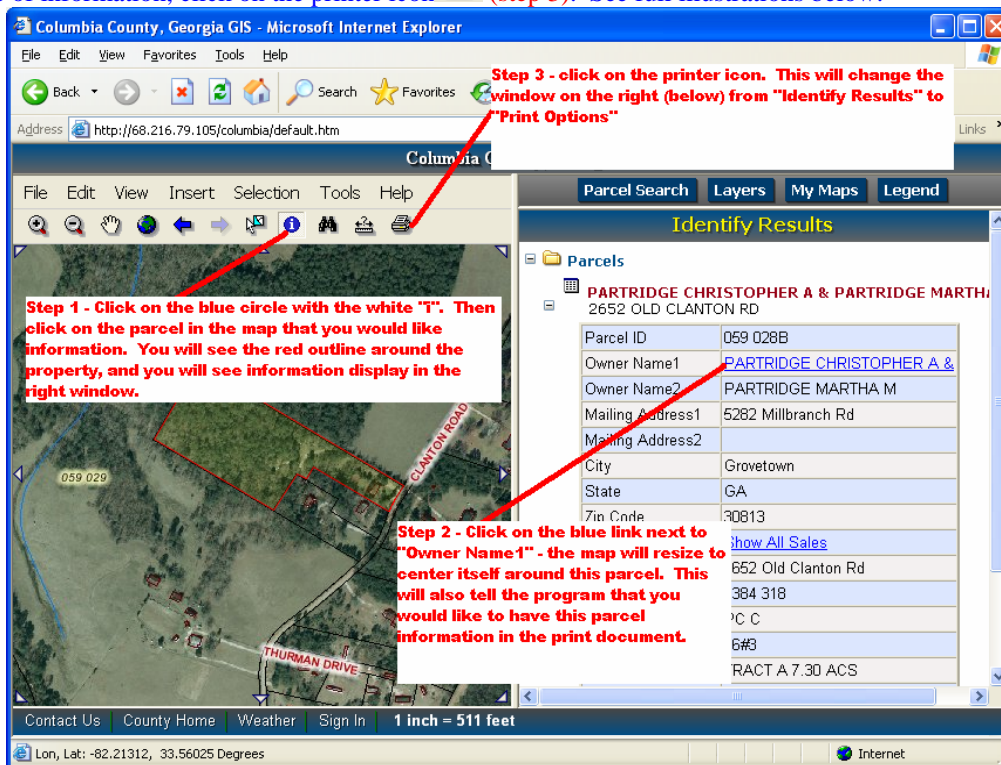
- ☐ Owner Information
- ☐ Legal Information
- ☐ Building Information

This information on values is from the last Approved Tax Digest from the State of Georgia Department of Revenue. Sales information is current, as well as owner name and mailing address.

IDENTIFY FEATURES

Determine information about a parcel by browsing (zooming/panning) the map

To find out the information on a parcel, click on the  (step 1) – then click on the parcel that you want the information on in the map. The program will pull up the information in that right window. If you want to re-center your map to that parcel, then click on the blue highlighted “owner name” field (step 2). To display the full page of information, click on the printer icon  (step 3). See full illustrations below:

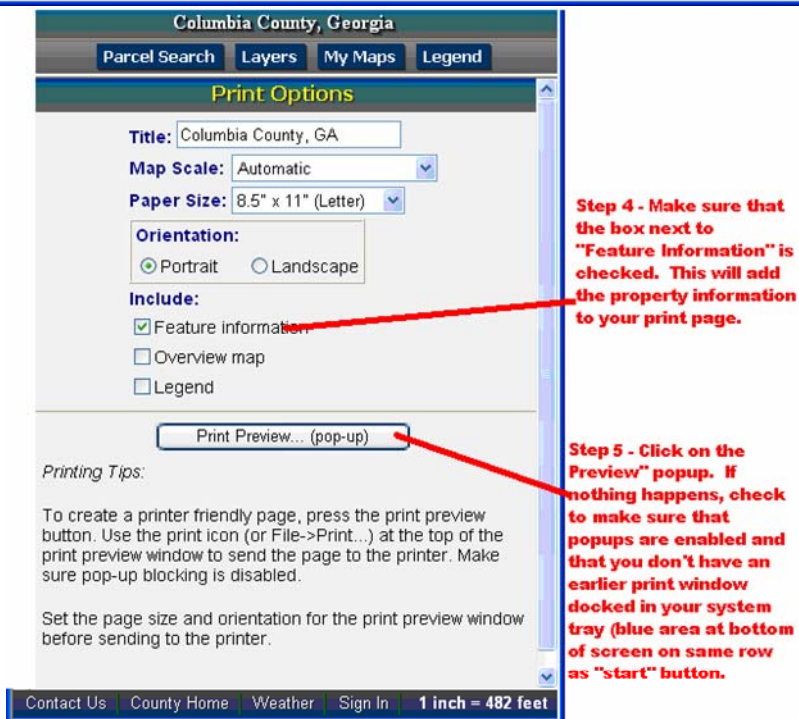


Step 1 - Click on the blue circle with the white "i". Then click on the parcel in the map that you would like information. You will see the red outline around the property, and you will see information display in the right window.

Step 2 - Click on the blue link next to "Owner Name1" - the map will resize to center itself around this parcel. This will also tell the program that you would like to have this parcel information in the print document.

Step 3 - click on the printer icon. This will change the window on the right (below) from "Identify Results" to "Print Options"

Identify Results	
Parcels	
PARTRIDGE CHRISTOPHER A & PARTRIDGE MARTHA M 2652 OLD CLANTON RD	
Parcel ID	059 028B
Owner Name1	PARTRIDGE CHRISTOPHER A &
Owner Name2	PARTRIDGE MARTHA M
Mailing Address1	5282 Millbranch Rd
Mailing Address2	
City	Grovetown
State	GA
Zip Code	30813
Show All Sales	
	652 Old Clanton Rd
	384 318
	10 C C
	6#3
	TRACT A 7.30 ACS



Step 4 - Make sure that the box next to "Feature Information" is checked. This will add the property information to your print page.

Step 5 - Click on the "Preview" popup. If nothing happens, check to make sure that popups are enabled and that you don't have an earlier print window docked in your system tray (blue area at bottom of screen on same row as "start" button).

Title: Columbia County, GA

Map Scale: Automatic

Paper Size: 8.5" x 11" (Letter)

Orientation: ☒ Portrait ☐ Landscape

Include:

- ☒ Feature Information
- ☐ Overview map
- ☐ Legend

Print Preview... (pop-up)

Printing Tips:

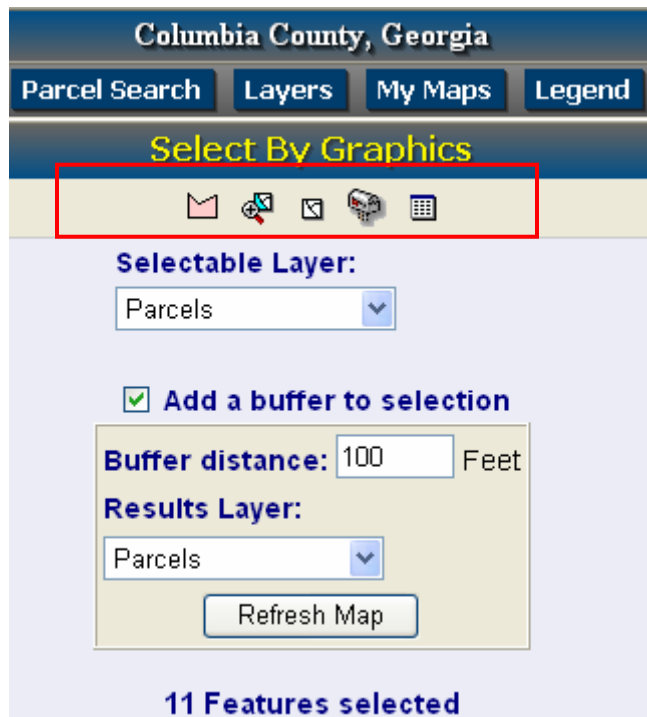
To create a printer friendly page, press the print preview button. Use the print icon (or File->Print...) at the top of the print preview window to send the page to the printer. Make sure pop-up blocking is disabled.

Set the page size and orientation for the print preview window before sending to the printer.

Selecting Records and determining Adjacent Properties

Once a parcel is located, a buffer can be created to select features surrounding the property of interest. This feature also allows the user to produce mailing labels quickly.

Overview section for the tools explained on the following pages



Select by Graphics:

The below instructions refer to each icon in the red square under the title “Select by Graphics”

Select by Polygon:



Allows the user to draw a polygon around the items to be selected.

Zoom to selected features:



Zooms the map to the features that are selected (shown in blue).

Clear Selected features:



Turns off the blue color scheme, and clears the selected set of records.

Mailing labels of selection:



Creates a page of mailing labels of the properties selected.

Table of selected records:

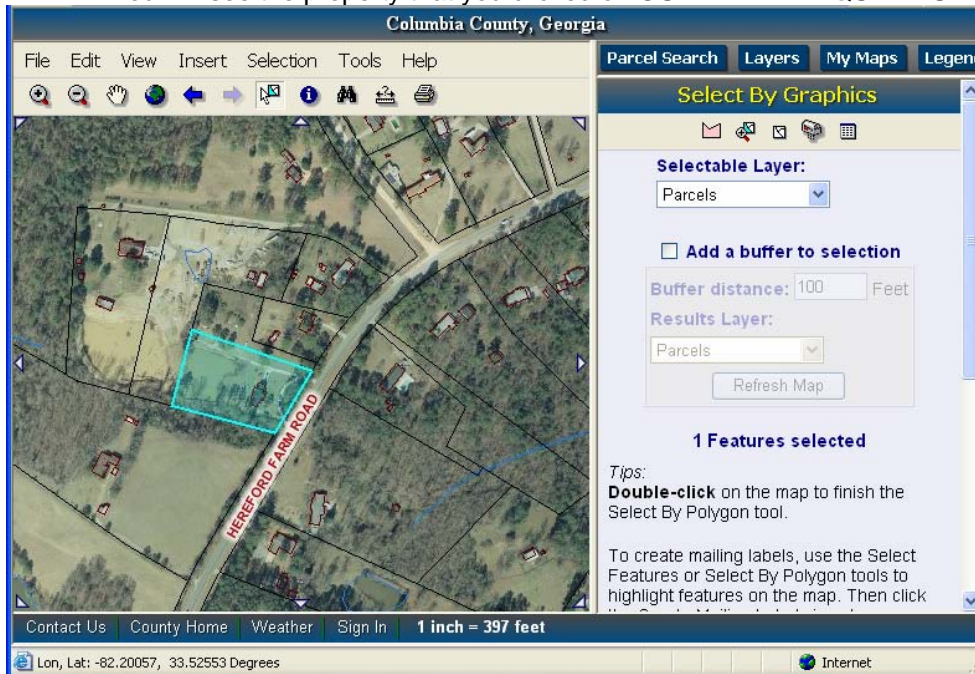


Creates a page of records in table format. Records can be sorted by columns, and sales information and properties are linked to the map.

Line by line instructions for selecting and displaying information about **ADJACENT PROPERTIES**:

Step 1: Click on the  “Select Features” tool (7th from left on toolbar line)

Step 2: Click on the property that you would like to find information about adjacent properties.
You will see the property that you clicked on OUTLINED IN AQUA-BLUE.



Step 3: The window to the right has changed to show the “Select by Graphics” window with the toolset. To determine adjacency, the program will buffer the parcel boundaries by any distance that the user enters in the “buffer distance” window.

Check the box next to “Add a buffer to selection”

Notice that the text and windows below are no longer gray.

Enter a buffer distance to the outline of the parcel.

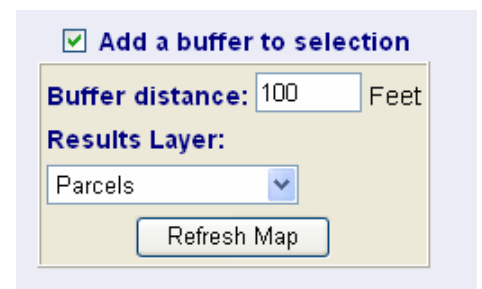
This will buffer the sides of the property by the distance entered in the “Buffer Distance” window. 100 feet will choose all parcels that touch the parcel selected in blue.

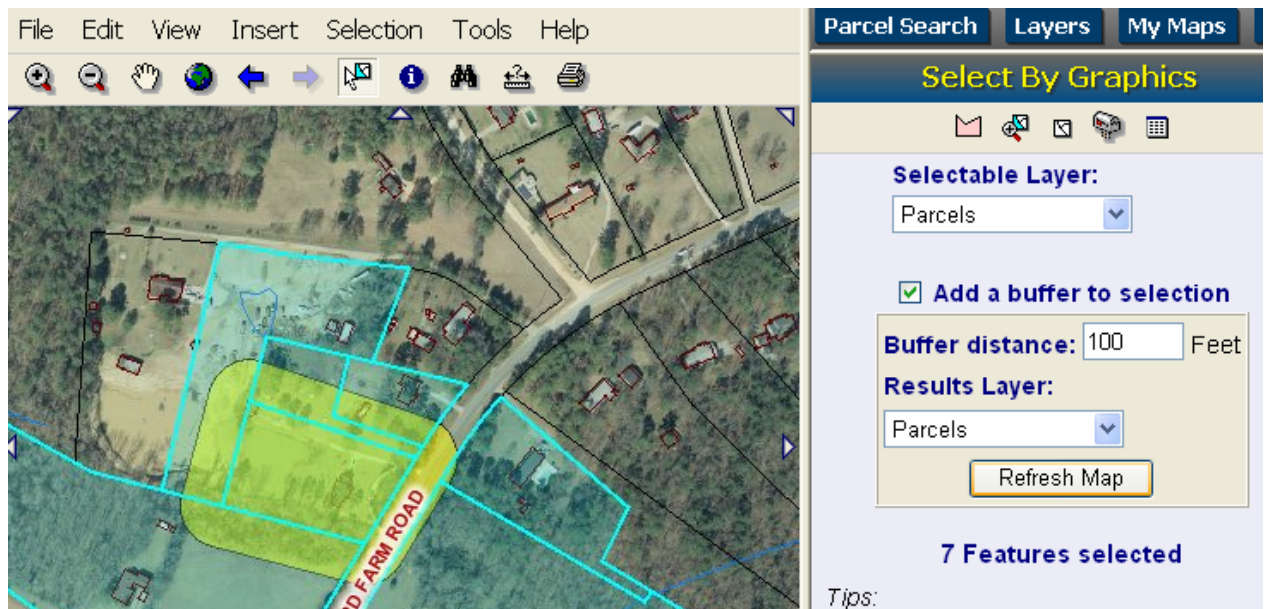
Increasing the buffer size will allow the program to select parcels across wide roadways, etc.

Leave the “Results Layer” choice as Parcels. This option tells the program that you are trying to find out information referring to the parcels.

Click on the “Refresh Map” button to select these parcels.


The yellow buffer will show and the parcels that fall within this buffer will display in the blue color. If the buffer is not large enough, then change the number in the buffer distance window and click “Refresh Map” again.








You should now see an area such as the above picture on your map. Notice that under the “Refresh Map” button, the program also displays how many parcels are selected. In this example, 7 features (parcels) are selected.

Step 4: Use the tools under the “Select by Graphics” section in the right window to pull up information about the selected properties. Detailed information about each of these tools is found on page 11.

Click on the  “Zoom to Selected Set” tool to resize the map display around all of the aqua-blue parcels.

Click on the  “Open Attribute Table” tool to display information about the selected records.


Click on the  “Create Mailing Labels” tool to display mailing labels of the properties (only available to Government users at this time – will be included in the fee-for-service for the Phase II release in the summer of 2005.)

Click on the  “Clear Selected Records” tool to clear the records and reset the map.

IMPORTANT TIP:

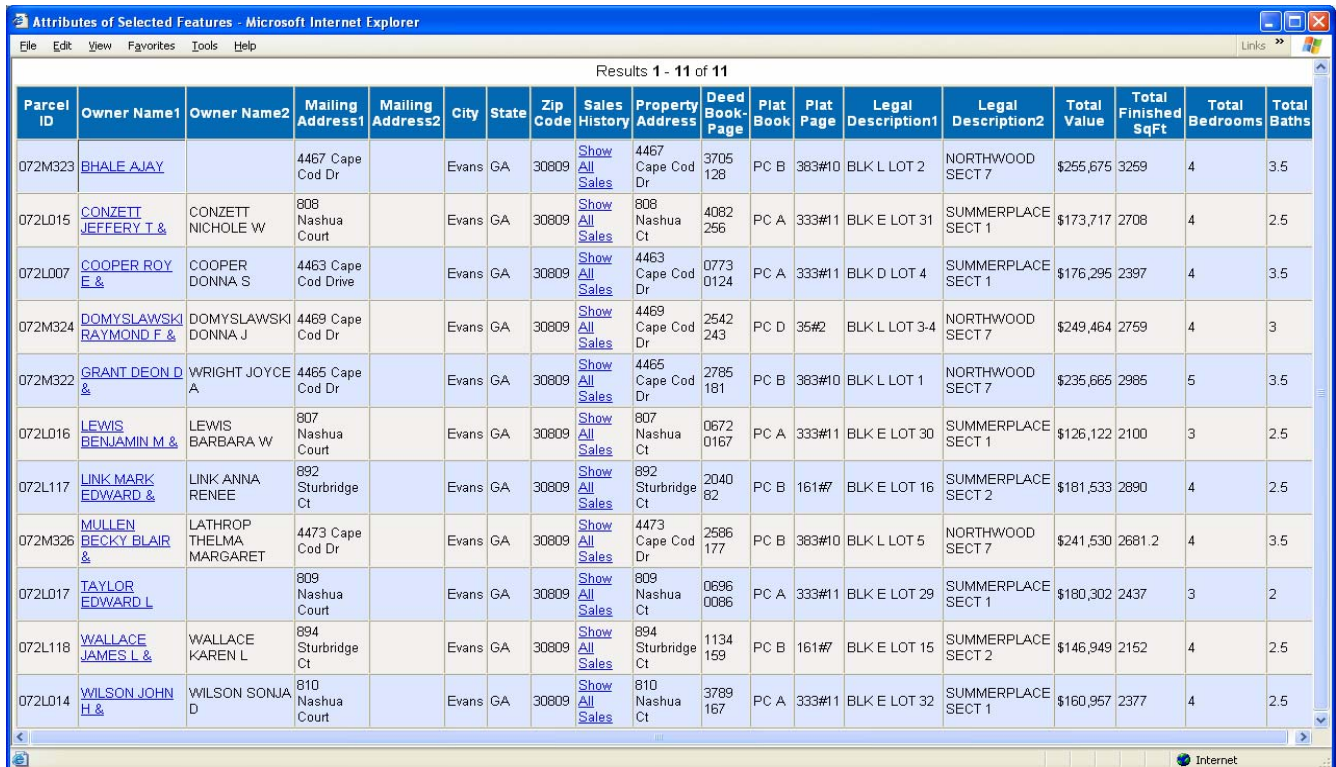
If the pop-up window does not appear for “Open Attribute Table” or “Create Mailing Labels”, check the bottom tray window of your computer (blue area). If you minimized these windows earlier, then the new selections will refresh in any previously opened “Attribute Table” or “Mailing Labels” windows.

Details about the pop-up windows:

By clicking on the  “Open Attribute Table” tool, the following window will appear, which displays information about the selected records.

Clicking on any of the owner name fields (blue links) will resize the map to display that property.

For optimal performance, slide this window to the right of the map display. You will be able to see the map resize to each property.



Parcel ID	Owner Name1	Owner Name2	Mailing Address1	Mailing Address2	City	State	Zip Code	Sales History	Property Address	Deed Book-Page	Plat Book	Plat Page	Legal Description1	Legal Description2	Total Value	Total Finished SqFt	Total Bedrooms	Total Baths
072M323	BHALE AJAY		4467 Cape Cod Dr		Evans	GA	30809	Show All Sales	4467 Cape Cod Dr	3705 128	PC B	383#10	BLK L LOT 2	NORTHWOOD SECT 7	\$255,675	3259	4	3.5
072L015	CONZETT JEFFERY T &	CONZETT NICOLE W	808 Nashua Court		Evans	GA	30809	Show All Sales	808 Nashua Ct	4082 256	PC A	333#11	BLK E LOT 31	SUMMERPLACE SECT 1	\$173,717	2708	4	2.5
072L007	COOPER ROY E &	COOPER DONNA S	4463 Cape Cod Drive		Evans	GA	30809	Show All Sales	4463 Cape Cod Dr	0773 0124	PC A	333#11	BLK D LOT 4	SUMMERPLACE SECT 1	\$176,295	2397	4	3.5
072M324	DOMYSLAWSKI RAYMOND F &	DOMYSLAWSKI DONNA J	4469 Cape Cod Dr		Evans	GA	30809	Show All Sales	4469 Cape Cod Dr	2542 243	PC D	35#2	BLK L LOT 3-4	NORTHWOOD SECT 7	\$249,464	2759	4	3
072M322	GRANT DEON D &	WRIGHT JOYCE A	4465 Cape Cod Dr		Evans	GA	30809	Show All Sales	4465 Cape Cod Dr	2785 181	PC B	383#10	BLK L LOT 1	NORTHWOOD SECT 7	\$235,665	2985	5	3.5
072L016	LEWIS BENJAMIN M &	LEWIS BARBARA W	807 Nashua Court		Evans	GA	30809	Show All Sales	807 Nashua Ct	0672 0167	PC A	333#11	BLK E LOT 30	SUMMERPLACE SECT 1	\$126,122	2100	3	2.5
072L117	LINK MARK EDWARD &	LINK ANNA RENEE	892 Sturbridge Ct		Evans	GA	30809	Show All Sales	892 Sturbridge Ct	2040 62	PC B	161#7	BLK E LOT 16	SUMMERPLACE SECT 2	\$181,533	2890	4	2.5
072M326	MULLEN BECKY BLAIR &	LATHROP THELMA MARGARET	4473 Cape Cod Dr		Evans	GA	30809	Show All Sales	4473 Cape Cod Dr	2586 177	PC B	383#10	BLK L LOT 5	NORTHWOOD SECT 7	\$241,530	2681.2	4	3.5
072L017	TAYLOR EDWARD L		809 Nashua Court		Evans	GA	30809	Show All Sales	809 Nashua Ct	0696 0086	PC A	333#11	BLK E LOT 29	SUMMERPLACE SECT 1	\$180,302	2437	3	2
072L118	WALLACE JAMES L &	WALLACE KAREN L	894 Sturbridge Ct		Evans	GA	30809	Show All Sales	894 Sturbridge Ct	1134 159	PC B	161#7	BLK E LOT 15	SUMMERPLACE SECT 2	\$146,949	2152	4	2.5
072L014	WILSON JOHN H &	WILSON SONJA D	810 Nashua Court		Evans	GA	30809	Show All Sales	810 Nashua Ct	3789 167	PC A	333#11	BLK E LOT 32	SUMMERPLACE SECT 1	\$160,957	2377	4	2.5

Each column is sortable by clicking on the column heading (toggles between descending and ascending order)


Example: Clicking on the heading “total finished sq ft” will sort all of the records by the square footage of the buildings.

How to copy the attribute information to an **Excel** spreadsheet:

To select and copy the table, use your keyboard **ctrl+A** (to select all) then **ctrl+C** (to copy). Open a blank Excel document, click in the upper left column and use your keyboard **ctrl+V** (to paste). See page 16 for further instructions.

The Sales History can also be accessed using this window. Click on the “Show all Sales” link to pull up information about the sales history of each property.

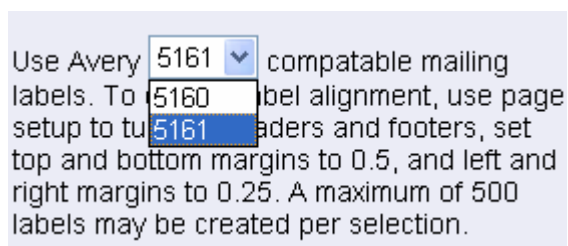
TIP If there is additional information, go back to the attribute table in the web browser and **click the Next** button at the top to navigate to the next page and perform the above steps again to ensure you get all the attributes selected.

Click on the  “Create Mailing Labels” tool to display mailing labels of the properties (only available to government users at this time)

Mailing Labels




To change between 2 and 3 columns for mailing labels, click on the pull-down shown below:



Note: Some reformatting of the Excel spreadsheet may be necessary. Delete any blank rows and ensure that the first row contains column headings (as shown below).

To copy the attribute information to an Excel spreadsheet:

Click the *Attribute Table* button (on the far right) 

Then to select and copy the table, use your keyboard **ctrl+A** (to select all) then **ctrl+C** (to copy)

Open a blank Excel document, click in the upper left column and use your keyboard **ctrl+V** (to paste)

Parcel ID	Owner Name1	Owner Name2	Mailing Address1	Mailing Address2	City	State	Zip Code	Sales History	Property Address	Deed Book-Page	Plat Book	Plat Page	Legal Description1	Legal Description2	Total Value	Total Finished SqFt	Total Bedrooms	Total Baths
-----------	-------------	-------------	------------------	------------------	------	-------	----------	---------------	------------------	----------------	-----------	-----------	--------------------	--------------------	-------------	---------------------	----------------	-------------

Save the Excel document. Now you can perform the mail merge in MSWord to print envelopes or print label sizes not listed on the website.

Tip!!

In MSWord perform this step during the **Arrange Your Envelope>Insert Address Block** process, click the **Match Fields** button change the following (see example):

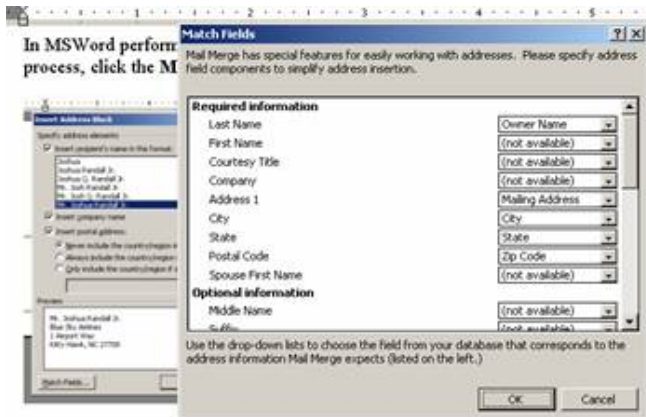
Owner Name1 = Owner Name

MailingAddress1 = Mailing Address

City = City

State = State

ZipCode = Zip Code

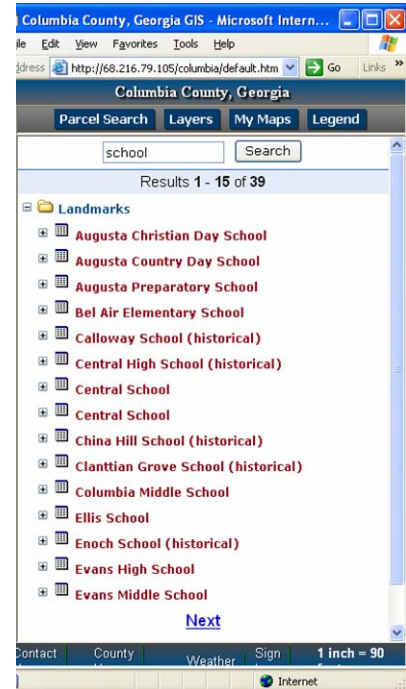


Maps Online Toolbar

Find Features Example:



Type in the feature type: school is used in the example. Then **click Search**.

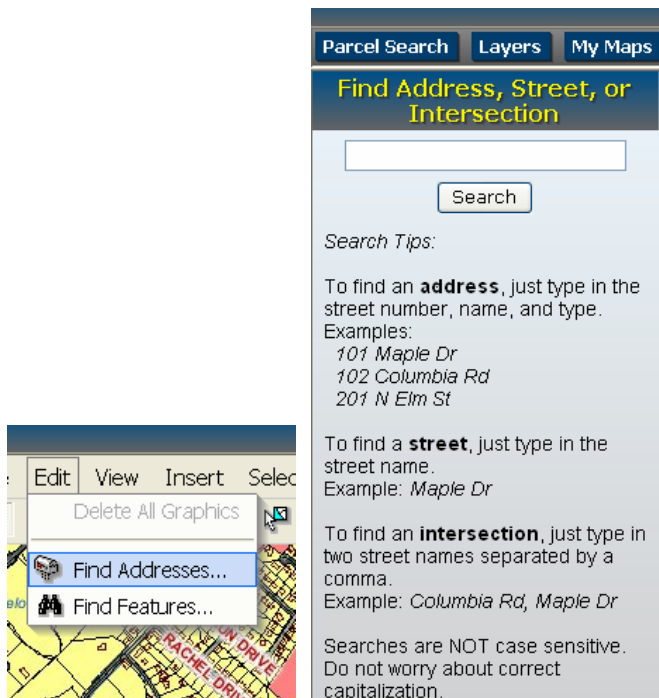


The Above list appears, **click** on the **+** **add symbol** Next to the property of interest. The symbol will turn to a negative and the attribute table will appear.

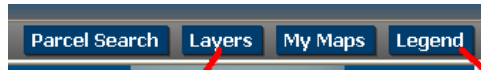
Then **Click** on the link highlighted in **Blue**

The Map View will now zoom to that feature.

Find Addresses will look for an address (independent of the physical addresses of the Tax Parcels), streets, or intersections. If more than one item is found, a listing will display so that the user can click on the closest match.



Layer Tabs:



Click on the "Layers" tab to list all of the GIS Layers available.

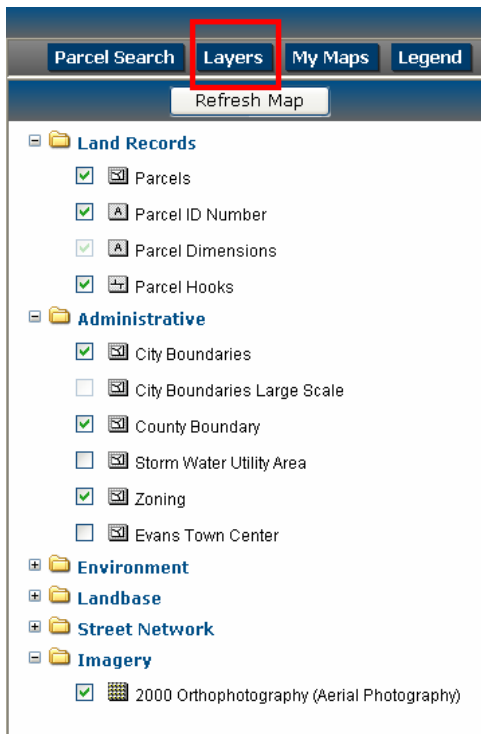
Layers are grouped into categories. Click on any of the categories to show the layers available.

To turn Layers on or off, check the box next to their listing, then click on the "Refresh Map" tab. The map will be re-drawn to show the layers that have check boxes next to them.

Aerial photography is listed at the bottom. To turn off aerials, un-check the box next to 2000 Orthophotography, then click "Refresh Map"

The "Legend" tab shows the coloring of each of the GIS layers. Click on this tab if you would like to determine coloring schemes.

Any boxes that are shown in gray indicate that the layer is not available at the current map view. For example, see "Parcel Dimensions" below – the map (not shown in this example) is zoomed too far out for the dimensions to be drawn on the map. If the user zooms in, the boxes will be shown in the same darker color as the "Parcels" are, as shown below.


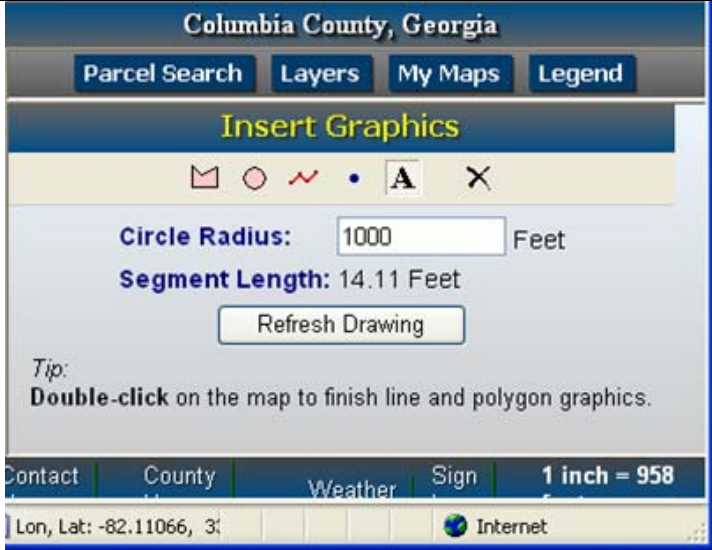
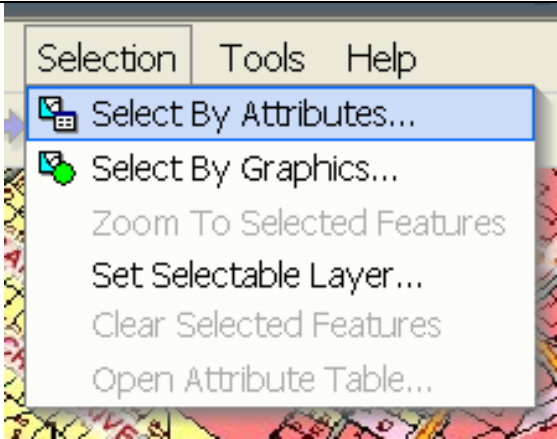


	<p>View Drop Down Menu Options:</p> <ul style="list-style-type: none"> Zoom Data <ul style="list-style-type: none"> Full Extent (zooms out to the entire county) Go Back To Previous Extent (returns to the previous view) Zoom To Coordinate (Example Below) Zoom To Selectable Layer (Zooms to the extent of the layer chosen in the Selectable Layer drop down)
--	---

Coordinate Section

Zoom to Coordinate Example:

<div style="background-color: #003366; color: white; text-align: center; padding: 5px;">Columbia County, Georgia</div> <div style="background-color: #003366; color: white; text-align: center; padding: 5px;"> Parcel Search Layers My Maps Legend </div> <div style="background-color: #003366; color: yellow; text-align: center; padding: 10px; font-weight: bold;">Zoom To Coordinate</div> <div style="background-color: #e6f2ff; padding: 10px;"> <p style="color: #003366; font-weight: bold;">Longitude or State Plane X (Easting)</p> <input style="width: 100%;" type="text"/> <p style="color: #003366; font-weight: bold;">Latitude or State Plane Y (Northing)</p> <input style="width: 100%;" type="text"/> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Apply"/> </div> <p style="color: #003366; font-weight: bold; margin-top: 20px;">Coordinates can be entered in these formats:</p> <ul style="list-style-type: none"> Latitude/Longitude in Decimal Degrees Latitude/Longitude in Degrees Minutes Seconds State Plane NAD83 XY </div>	<p>Enter a coordinate and click Apply. The Map will zoom to the coordinate.</p> <p>Try this example:</p> <ul style="list-style-type: none"> Longitude: -82.105 Latitude: 33.55 <p>To toggle the coordinate display in the lower left corner to lat/long: Go to View>Toggle Lat/Lon Display</p> <p style="text-align: center;">Try these coordinates:</p> <p><u>Degrees, Minutes, Seconds Format:</u> 82 16 27 33 38 02</p> <p><u>Decimal Degrees Format</u> (DD requires a negative for the longitude number): -82.27387 33.64002</p> <p>TIP: use spaces between degrees, minutes seconds to replace the following symbols:</p> <p style="text-align: center;">° (deg) ‘ (min) “ (sec)</p> <p>82 18 20 33 39 20</p>
---	---

	<p>Insert Drop Down Menu:</p> <ul style="list-style-type: none"> Graphics and Text
	<p>Add polygons, circles, lines, points, text, etc. to the Map View.</p> <p>Sketch a proposed home or garage addition on a property.</p> <p>Show where a property is in vicinity to a landmark.</p>
	<p>Selection Drop Down Menu Options:</p> <ul style="list-style-type: none"> Select By Attributes Select By Graphics (see Create a Buffer)

Select By Attribute Example:

Columbia County, Georgia

Parcel Search **Layers** **My Maps** **Legend**

Select By Attributes

Step 1) Choose selectable layer:
 Parcels

Step 2) Define selection criteria:
Field:
 City
Operator:
 =
Value:
 grovetown
 Ending value:

Step 3) Optional - Add additional criteria:
 And Or

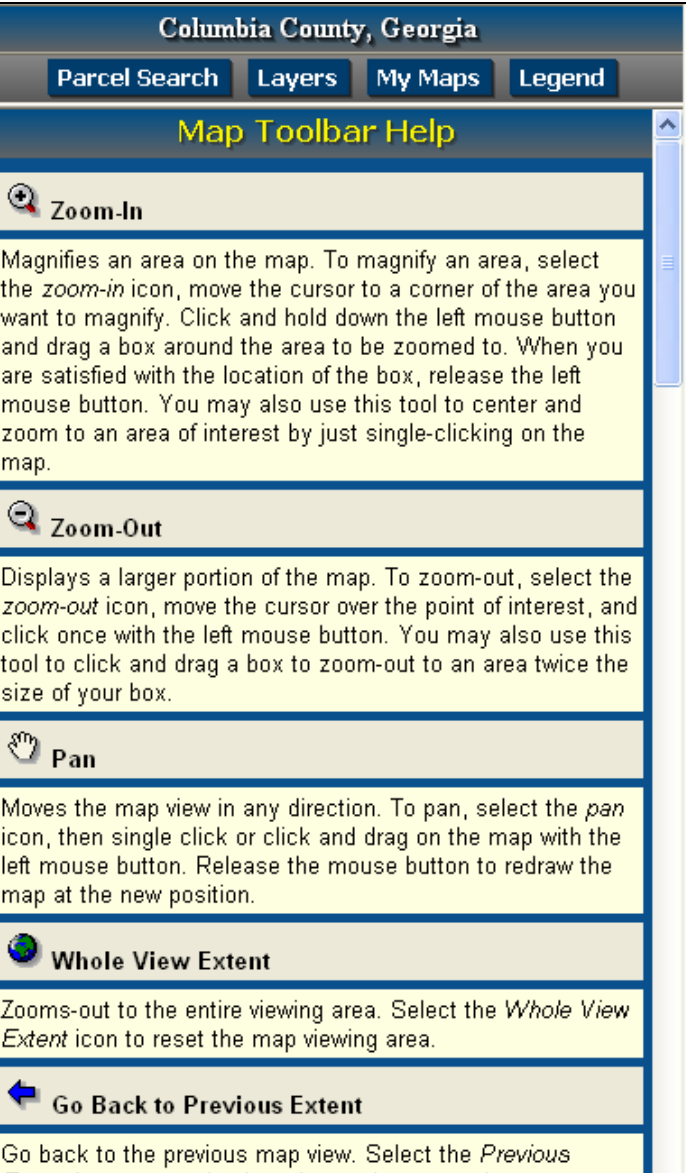





Step 4) Review/Edit your query:
 tcCity = 'grovetown'


Apply **Clear**

22 Features selected

Create queries in this wizard to select features based on certain attributes.

The tools shown here work as illustrated on the previous pages (select by graphics – pages 11-15.)

<div data-bbox="240 226 659 604"> <div>Help</div> <div> Introduction Website Help Frequently Asked Questions </div> <div> GIS Services Contact Us </div> <div>About Website</div> </div>	<p>Help Drop Down Menu Options:</p> <ul style="list-style-type: none"> • Introduction • Website Help • Frequently Asked Questions • GIS Services • Contact Us (Staff) • About Website <p>Please visit the online help for tips and an in-depth explanation of tools.</p>
<p>Help Examples:</p>	
 <p>Columbia County, Georgia</p> <p>Parcel Search Layers My Maps Legend</p> <p>Map Toolbar Help</p> <p> Zoom-In</p> <p>Magnifies an area on the map. To magnify an area, select the <i>zoom-in</i> icon, move the cursor to a corner of the area you want to magnify. Click and hold down the left mouse button and drag a box around the area to be zoomed to. When you are satisfied with the location of the box, release the left mouse button. You may also use this tool to center and zoom to an area of interest by just single-clicking on the map.</p> <p> Zoom-Out</p> <p>Displays a larger portion of the map. To zoom-out, select the <i>zoom-out</i> icon, move the cursor over the point of interest, and click once with the left mouse button. You may also use this tool to click and drag a box to zoom-out to an area twice the size of your box.</p> <p> Pan</p> <p>Moves the map view in any direction. To pan, select the <i>pan</i> icon, then single click or click and drag on the map with the left mouse button. Release the mouse button to redraw the map at the new position.</p> <p> Whole View Extent</p> <p>Zooms-out to the entire viewing area. Select the <i>Whole View Extent</i> icon to reset the map viewing area.</p> <p> Go Back to Previous Extent</p> <p>Go back to the previous map view. Select the <i>Previous</i></p>	<p>For more information on a tool or for help performing a task, please refer to the Website Help.</p>



Columbia County, Georgia

Parcel Search Layers My Maps Legend

Frequently Asked Questions

Nothing happens when I press Print Preview to create a printer-friendly window. What should I do?

If you are using a pop-up blocker other than the Google pop-up blocker, turn it off. The website has only been tested to work with the Google pop-up blocker.

I can't get the GIS web site to work properly. What should I do?

Make sure you are using Internet Explorer version 6.0 or higher. Delete temporary internet files. Restart the GIS website.

How do I get property information for adjacent properties to the one I searched for?

Select the "I" (identify) button from the tool bar and click on the adjacent properties. The information will be listed for identified properties in the text frame on the right. See the "Help" screen for more details on using this button. You can also use the "Select Features" tool to click on the property that you are interested in, then use the pull-down menu for "select by graphics". After clicking "select by graphics", then click the check box next to "Add a buffer to the selection". Fill in a buffer distance in the window. This buffer distance will buffer the outside of the parcel perimeter by the distance entered in the box. By clicking on the "Open Attribute Table...popup" window, you will see the list of all the properties selected. To see a full explanation of this, download the help PDF.

Why doesn't Netscape work with the GIS web site?

The measure tool uses "VML" to draw lines which is only supported in Internet Explorer.

What is the best way to learn how to use the website?

Read the online "Help" and experiment.

How do I locate a street by name only?

Under the edit pulldown menu, select "Find Addresses" and enter the street name.

How do I measure areas like the size of my building or the size of my backyard for sod or fertilizer?

First, zoom in close to the area you want to measure. Then, select the icon that looks like a ruler and click points on the map around the area to be measured.

How do I measure how far it is from my house to my work?

First, zoom in close to the area you want to measure. Then, select the icon that looks like a ruler and click points on the map following the streets that you drive to work.

Contact Information

Office Location
Columbia County Government Center
630 Ronald Reagan Drive
Evans, GA 30809

Office Hours
Monday through Friday 8:00 to 5:00

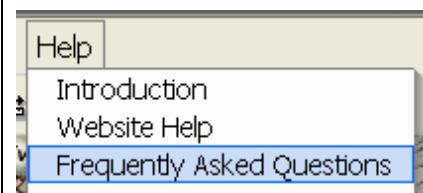
GIS Staff
Mary Howard
GIS Manager
Telephone: (706) 868-3421
[Questions or Suggestions](#)

Tax Assessor's Office
Property Information
Telephone: (706) 312-7474
[Questions or Corrections](#)

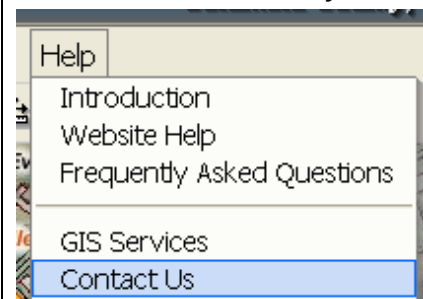
Tax Commissioner's Office
Tax Information
Telephone: (706) 261-TAXX (8299)
[Questions or Suggestions](#)

Planning and Development Services Department
Planning and Zoning
Telephone: (706) 868-3400
[Questions or Suggestions](#)

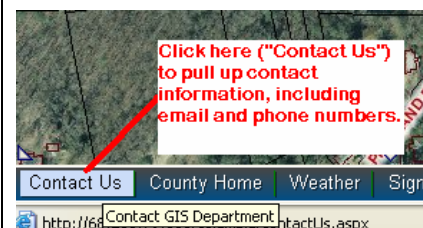
For trouble shooting, please refer to the Frequently Asked Questions section.



Help, Contact Us (shown on left) can be accessed two ways:



Or by clicking "Contact Us" on the lower left of the map.



Map Toolbar Help



Zoom-In

Magnifies an area on the map. To magnify an area, select the *zoom-in* icon, move the cursor to a corner of the area you want to magnify. Click and hold down the left mouse button and drag a box around the area to be zoomed to. When you are satisfied with the location of the box, release the left mouse button. You may also use this tool to center and zoom to an area of interest by just single-clicking on the map.



Zoom-Out

Displays a larger portion of the map. To zoom-out, select the *zoom-out* icon, move the cursor over the point of interest, and click once with the left mouse button. You may also use this tool to click and drag a box to zoom-out to an area twice the size of your box.



Pan

Moves the map view in any direction. To pan, select the *pan* icon, then single click or click and drag on the map with the left mouse button. Release the mouse button to redraw the map at the new position.



Whole View Extent

Zooms-out to the entire viewing area. Select the *Whole View Extent* icon to reset the map viewing area.



Go Back to Previous Extent

Go back to the previous map view. Select the *Previous Extent* button to go back to the previous map view.



Go to Next Extent

Go to the next map view. Select the *Next Extent* button to go to the next map view.



Identify Features

[**PAGE 10**](#)

Gets database information for features on the map. To get feature information, select the *Identify* icon and then click on a map feature.



Find Features

[**PAGE 17**](#)

Searches for features based on information you provide. For example, you could search for a subdivision by subdivision name. The find tool is for non-parcel features. Use the *Parcels Search* button for parcel searches. If you are unsure of the spelling of a street name, use the *Find Addresses* tool under the Edit pull-down menu to locate the street. Select the *Find Features* icon to find features of interest.



Measure Distance and Area

Measures distances and areas on the map. Select the *Measure* icon to measure the length or area of map features.



Print


[**PAGES 7-10**](#)

Prints a map with optional legend, location map, or feature database information. Select the *Print* icon and then enter a title, size, and scale for your hardcopy map. If you are using a pop-up blocker other than the Google pop-up blocker, turn it off. The website has only been tested to work with the Google pop-up blocker.

Data Frame Toolbar

Parcel Search	PAGES 3-9
Lists the parcel search options available. Click the <i>Parcel Search</i> button and then enter a search string.	
Map Layers	PAGE 18
Shows the map layers available for display. Click the <i>Layers</i> button to display the menu list. The menu allows you to turn information displayed on the map on or off. Select on the check boxes next to the layer names - a check indicates the layer will be displayed. When finished selecting the layers to be drawn, click the <i>Refresh map</i> button to see the results.	
Display Legend	PAGE 18
Displays a legend for the map. Click the <i>Legend</i> button to display the legend.	

Pull-Down Menu Help

 Find Addresses	PAGE 17
Searches for an address or street location. Select <i>Find Addresses</i> to find a street, address, or intersection within the map area.	
Overview Map	
Displays the overview location map. The map shows you where you are zoomed to in relation to the entire map area.	
Zoom to Selectable Layer	
Zooms the map display to the selectable map layer.	
Insert Graphics	PAGE 20
Displays a drawing toolbar that allows you to add points, lines, polygons, and text to the map. Double-click on the map to finish entering line and polygon graphics.	
Select By Attributes	PAGES 20-21
<p>This menu allows you to select features using database attribute information. To see the results of your query, click the <i>Open Attribute Table</i> icon above. You may sort this table by clicking on the column headings.</p> <p>Operators:</p> <ul style="list-style-type: none"> • Like - Uses wildcards to search for patterns within text fields • Between - Searches for values that fall within a range • In - Searches for exact matches from a list separated by commas <p>Do not enter quotes around character search values. The query builder will do it for you.</p> <p>To create mailing labels, use the Select Features or Select By Polygon tools to highlight features on the map. Then click the Create Mailing Labels icon to open a new window containing the labels to be printed.</p> <p>Use Avery 5161 compatible mailing labels. To ensure label alignment, use page setup to turn off headers and footers, set top and bottom margins to 0.5, and left and right margins to 0.25. A maximum of 500 labels may be</p>	

created per selection.

Select By Graphics

PAGES 11-15

This menu allows you to select features using graphics such as a polygon drawn on the screen. Double-click on the map to finish the Select By Polygon tool.

To create mailing labels, use the Select Features or Select By Polygon tools to highlight features on the map. Then click the Create Mailing Labels icon to open a new window containing the labels to be printed.

Use Avery 5161 compatible mailing labels. To ensure label alignment, use page setup to turn off headers and footers, set top and bottom margins to 0.5, and left and right margins to 0.25. A maximum of 500 labels may be created per selection.

If you add a buffer to the selection, a buffer polygon will be created around the selected features using the buffer distance. Features in the results layer that fall inside of the buffer will be selected. You must select features with the cursor or refresh the map to see the buffer results.

Comparable Properties (coming soon)

This tool will find comparable property sales for a selected subject property. To enable this tool, a subject parcel must be highlighted.

The search options on this form are initialized from subject property information. You may change these values to refine the comparable property search. The distance criteria is the distance from the subject property to the comparable property sale. The property use code is very important because it allows the search engine to find comparables of the same type of property. (commercial, residential, vacant lots, etc.) If a subdivision name is entered, it can not be abbreviated.

Use the criteria weightings which range from 1 to 5 to control the search results. Setting the weight of a criteria to a 5 will make that criteria 5 times more important than a criteria with a weight of 1. For example, for a large timber tract, you should set the weighting for Size of Parcel to 5. If you set the weighting to zero or leave the criteria blank, then that criteria will not be used in the search.

The results page includes average sales price, average price per square foot or acre, and an estimate of the property value.

Help

Shows the available help information. You may display *Frequently Asked Questions*, *GIS department Services*, or the *Contact Information*. Click the *Help* menu to display the help.

Thanks to the Augusta-Richmond County *Information Technology Department – GIS Division* for sharing their User's Guide. This User's Guide was modified from their original document.

For additional information or assistance: Contact the HelpDesk Monday through Friday 8:30 a.m. until 5:00 p.m. at 312-3499 (FIXX) or reach us by email at HelpDesk@columbiacountyga.gov. HelpDesk personnel will take your call or email and direct it to the necessary support personnel.